

Delegated Decision Notice (DDN)

This form is the written record of a key, significant operational or administrative decision taken by an officer.

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Significant Operational Decision	<input type="checkbox"/> Administrative Decision
Approximate value	<input type="checkbox"/> Below £500,000 <input type="checkbox"/> £500,000 to £1,000,000 <input checked="" type="checkbox"/> over £1,000,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000 <input type="checkbox"/> £100,000 to £500,000 <input type="checkbox"/> Over £500,000	<input type="checkbox"/> below £25,000 <input type="checkbox"/> £25,000 to £100,000
Director¹	Director of Communities, Housing and Environment		
Contact person:	Richard Hart	Telephone number: 3787043	
Subject²:	Participation in a regional consortium procurement for Library materials conducted by another public body in accordance with CPRs 5.1-5.3		
Decision details³:	What decision has been taken? (Set out all necessary decisions to be taken by the decision taker including decisions in relation to exempt information, exemption from call-in etc.) The Chief Officer Community Hubs, Welfare & Business Support approved the library service joining the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC) and under CPR 5 (5.1 and 5.3), the procurement of library materials through the re-tendering of the consortium's contract.		
	A brief statement of the reasons for the decision (Include any significant financial, procurement, legal or equalities implications, having consulted with Finance, PACS, Legal, HR and Equality colleagues as appropriate) <ol style="list-style-type: none"> 1. New contract arrangements are required to ensure the continued supply of appropriate library materials notably, but not limited to, fiction and non-fiction books. 2. The previous contract for the supply of library materials was through the North West Libraries Consortium (NWLC) / Yorkshire Book Consortium (YBC). The Library Service is seeking to continue this relationship and participate in and benefit from a new joint Contract Agreement for the supply and servicing of library materials. 3. The agreement offers the member local authorities a simple route to establishing supply arrangements for the provision of all types of library stock materials, achieving greater economies of scale, and 		

¹ Give title of Director with delegated responsibility for function to which decision relates.

² If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

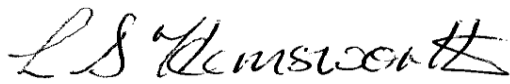
³ Simply refer to supporting report where used as these matters have been set out in detail.

	<p>removing the need for each authority to undertake their own tendering exercise.</p> <p>4. This process has been used to great effect for several years by many of the other authorities within the Yorkshire region, with Leeds participating since 2019.</p> <p>5. The consortium contract for the supply of library materials was awarded via competitive tender, led by Rotherham Metropolitan Borough Council. Lot 1 (adult's) was awarded to Askews & Holts Library Services Ltd and Lot 2 (children's) was awarded to Peters Ltd., both to run for the period 1st August 2023 to 31st July 2026 (with the option to extend by a further 2x12 month periods).</p>
	<p>Brief details of any alternative options considered and rejected by the decision maker at the time of making the decision</p> <p>1 The only alternative option is that Leeds City Council conduct its own tendering exercise. This would be time consuming and costly to conduct and the service is unlikely to achieve the same level of savings afforded through the consortium contract's economies of scale.</p>
Affected wards:	Citywide.
Details of consultation undertaken⁴:	<p>Executive Member</p> <p>Deputy Leader on behalf of Executive Member for Communities 23-5-24</p> <p>Ward Councillors</p> <p>Chief Digital and Information Officer⁵</p> <p>Chief Asset Management and Regeneration Officer⁶</p> <p>Others</p> <p>PACS</p>
Implementation	<p>Officer accountable, and proposed timescales for implementation</p> <p>Immediate implementation by the Strategic Library Manager.</p>
List of	Date Added to List:-

⁴ Include details of any interest disclosed by an elected Member on consultation and the date of any relevant dispensation given.

⁵ See Officer Delegation Scheme (Executive Functions) CDIO must be consulted in relation to all matters relating to the Council's use of digital technology

⁶ See Officer Delegation Scheme (Executive Functions) CAMRO must be consulted in relation to all matters relating to the Council's land and buildings.

Forthcoming Key Decisions⁷	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision	
	If Special Urgency Relevant Scrutiny Chair(s) approval Signature _____ Date _____	
Publication of report⁸	If not published for 5 clear working days prior to decision being taken the reason why not possible:	
	If published late relevant Executive member's approval Signature _____ Date _____	
Call-in	Is the decision available ⁹ for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in , the reason why call-in would prejudice the interests of the council or the public:	
Approval of Decision	Authorised decision maker ¹⁰ The Chief Officer Community Hubs, Welfare & Business Support	
	Signature 	Date 18/6/24

⁷ See Executive and Decision Making Procedure Rule 2.4 - 2.6. Complete this section for key decisions only

⁸ See Executive and Decision Making Procedure Rule 3.1. Complete this section for key decisions only

⁹ See Executive and Decision Making Procedure Rule 5.1. Significant operational decisions taken by officers are never available for call-in. Key decisions are always available for call-in unless they have been exempted from call-in under rule 5.1.3.

¹⁰ Give the post title and name of the officer with appropriate delegated authority to take the decision.